Issue No 23

NEA
Weekly e-SHOT

24th-28th January 2022

5 Easy Steps to Register as a Jobseeker or an Intern

Did you Know ? **The National Employment Authority (NEA), is mandated to implement employment policies and strategies at both national and county level. Part of NEA's role is to register Kenyans seeking employment and link job seekers with job opportunities.**

To register with NEA therefore, is an important step in the job searching process.

Registering as a jobseeker or an intern is done online through the Authority's NEAIMS portal www.neaims.go.ke . NEAIMS is a user-friendly and interactive online platform that can help you find local and international employment opportunities. The necessary processes to register as a job seeker on NEAIMS are as follows:

STEP 1

Log on to www.neaims.go.ke on your Mozilla, Google Chrome or Internet Explorer to open NEAIMS home page as seen below.

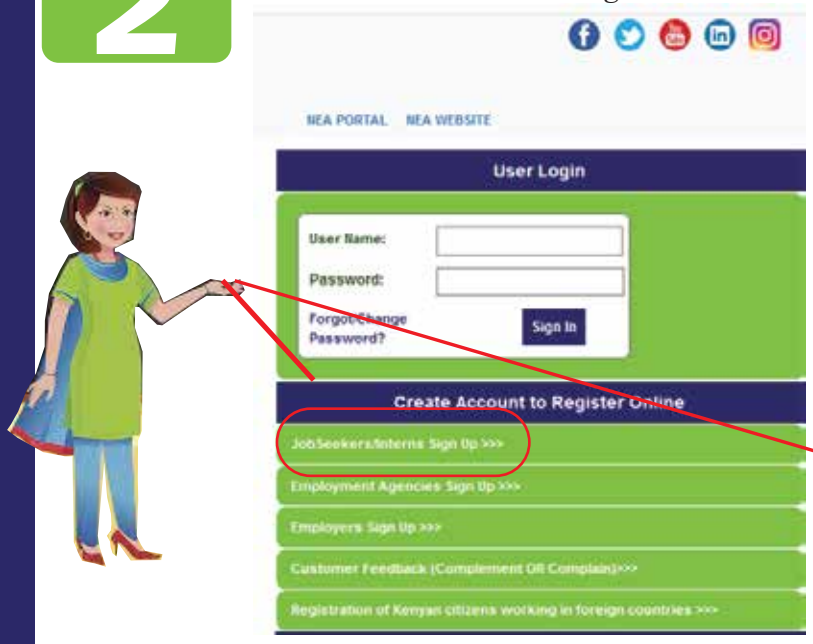


NEAMIS Homepage

Login to www,neaims.go.ke to appy for open jobs

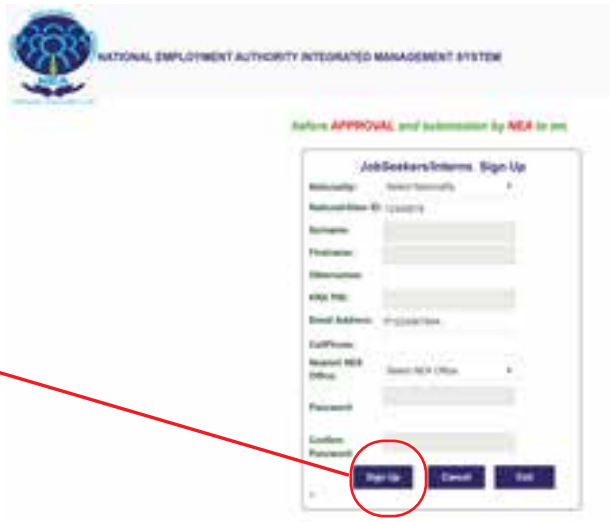
STEP 2

When the NEAIMS Homepage Opens, Click on Job Seekers/Interns Sign Up section as shown in image below



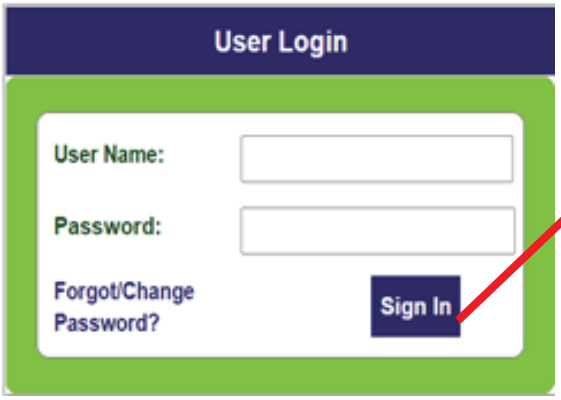
STEP 3

Click OK on the dialogue window on successful signup,



STEP 4

To log in, click on the NEA logo to go back to the Home page then key in your User Name (National ID number) and your Password then Click on Sign In as shown in Image





STEP 5

After login into your account, go to the far left and choose to Create/Edit Profile.

First, decide whether you want to register as a job seeker or an intern.

Then, on our Profile Page, fill in all of the essential information and click 'Save.'

Click 'Move Next' to continue. Capture Academic/Education details

Select Institution Type from the drop-down list, Indicate the Institution Name, Select Area of Study, Course, and Award from the drop-down list, Indicate the Certificate No, Indicate the Start and graduation date (Use system calendrer) then click on Save.

Repeat the same process as indicated in above to capture other academic/education/training/professional qualifications in Section 'B' and 'C',

Complete Section 'D' and 'E' as you save each record then click on 'Move Next'



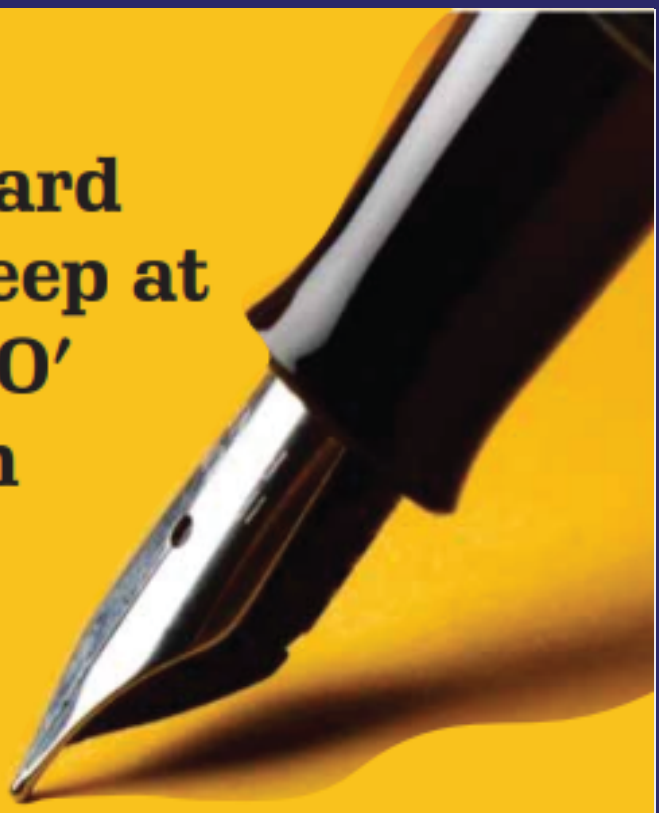
A notification with the words "Successfully Registered" and your Jobseeker/Intern unique number will appear.

Proceed now and apply for vacancies that match your qualifications.

Login to www,neaims.go.ke to appy for open jobs

“No matter how hard your job search is, Keep at It! You might hear ‘NO’ many times, but soon you will hear ‘YES’

Good luck to all Job Seekers



Edith Okoki

Ag. Director General

National Employment Authority

OUR VISION

“Employment opportunities for all

OUR MISSION

“To formulate and implement employment policies and programmes for creation of sustainable employment for all Kenyans

WRITE TO NEA

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National Employment Building,
Seasons – Kasarani,
P.O. Box 25780 – 00100
Nairobi

TALK TO NEA

Phone : +254 (020) 7855746/7
Email: info@nea.go.ke
OR
communication@nea.go.ke
Website: -www.nea.go.ke

FOLLOW OUR SOCIAL MEDIA

National Employment Authourity_ke
@nea_kenya
nea_kenya

To acess previous e-SHOTS, Please visit NEA website www.nea.go.ke/eshots